NEWS YOU CAN USE
Graduation/Dropout Review and Comment Application Edition

General Information

The 2006-2007 Graduation/Dropout Review and Comment Application (GAD) is available for access. GAD data are taken from your district's Single Record Student Database (SRSD) submissions (not the audited data).

GAD reviewers no longer have the option of updating aggregate data. Data are reviewed at the student level. District users may submit the following requests in the GAD: Request an Extension, Request an Exit Record, and/or Request To Link UICs. Requests for linking UICs will remain open through April 21, 2008. All other change requests will remain open through May 2, 2008.

This newsletter highlights **some** of the GAD methodology. Be sure to download and review the GAD User's Guide. Download information is in the "Helpful Hints" section.

Graduation/Dropout Rates

In the GAD, on the "Student List" screen, the total count days by district and building are displayed to the far right of each student's name.

A student will not be included in the **building**-level graduation and dropout rates until the student has been reported in that building for at least two count days, based on full-time equivalency (FTE) from fall and spring counts. In the event the student has been in the building for less than two count days, the student will be included only in the district-level and state-level rates.

A student will not be included in the **district**-level graduation and dropout rates until the student is reported in that district for at least one count day, based on FTE from fall or spring counts. If the student has been in the district for less than one count day, the student will be included only in the state-level rates.

The minimum threshold to receive graduation/dropout rates will be 30 students. If a school does not meet the minimum threshold of 30, then the school's rate will be reflected in its district rates. If a district does not meet

the minimum threshold of 30, then the district's graduation and dropout rates will be reflected in the state rates.

If a district has a separate ninth-grade campus/building, the building will receive a dropout rate, but not a graduation rate. These rates will then roll up to the district and state levels.

After the district change window closes on May 2, 2008, graduation and dropout rates will begin to appear in the GAD. These rates will change as intermediate school district (ISD) auditors and Michigan Department of Education (MDE) staff complete the audit process. Final rates may not appear until June 2008.

The following formula will be utilized for calculating the 2007 four-year graduation rate (MER = Missing Expected Record): On-Track Graduated / [On-Track Graduated + Off-Track Continuing + Dropped (MER and Reported) + Other High School Completer].

The following formula will be utilized for calculating the 2007 four-year dropout rate: Dropped (MER and Reported) / [On-Track Graduated + Off-Track Continuing + Dropped (MER and Reported) + Other High School Completer].

Change Requests

District users who have acceptable <u>written</u> documentation, as outlined in MDE's Pupil Auditing Manual may submit exit status change requests. These requests will be approved or denied by the ISD auditor. Check with your ISD authorized user for instructions on how he/she wishes to receive your district's documentation.

A one-year graduation extension may be requested for a student with limited English proficiency or a severe medical emergency, or for a student in special education. If a student will not graduate with a "regular" diploma within the one-year extension period, it may not be in your school or district's best interest to apply for an extension. Requests for extensions will be approved or denied by MDE staff.

In reviewing student-level data, it may become apparent that a student has more than one Unique Identification Code (UIC). After you have <u>confirmed</u> that you have one student with multiple UICs, you should submit (**within the GAD Application**) a request to link UICs. In most cases, a district user should request to make the most recently submitted UIC the primary UIC. UIC linking requests will be reviewed by CEPI. As UIC linking takes place, students may appear and disappear from a cohort, school, or district within the application. Because of this, it is recommended that student lists be printed at the beginning of your review, and then printed later and compared to your original lists.

Because of the short time frame, and as changes in the GAD do not update the SRSD, there is no reason to request a change that will not ultimately affect the outcome of your district's graduation rate (e.g., changing an exit status from "16" to "07" or from a Dropped-MER to a Dropped-Reported status).

Click "Pending Approvals" to see the status of your district's change requests.

Review/Audit Period

The ISD/MDE/CEPI review/audit period will remain open through May 31, 2008. Should a change request be denied for inaccurate data or unacceptable documentation, a district user may update his/her request with accurate data or acceptable documentation until the May 2 deadline. However, once the May 2 deadline passes, this opportunity will no longer be available.

Helpful Hints

- Users who remain inactive for 30 minutes will "timeout," and will need to log back in to the application. SAVE OFTEN!

- Download and read the GAD User's Guide (http://www.mi.gov/documents/cepi/GADUsrGde1.2_230579_7.pdf).

- Changes/updates to data in 2008 through 2010 graduation cohort members must be made in districts' SRSD submissions.

- While in the GAD Application, click the "Help" link for screen-specific assistance. While in the help screen, mouse over the "Help Directory" on the left for details on other screens or topics.

- Access a video of the April 4[t]Michigan Pupil Accounting and Attendance Association (MPAAA) GAD training on the Internet at: http://mpaaa.org/GAD2008.htm. (coming soon).

- CEPI customer support: e-mail cepi@michigan.gov or call (517) 335-0505 (option 3 for CEPI).